

1990

MINUTES
CLARKE COUNTY LIBRARY BOARD
January 9, 1990

The quarterly meeting of the Clarke County Library Board was held in the Athens Regional Library auditorium on January 9, 1990. The meeting was called to order by Mrs. DuPree, chairman, at 4:00 P.M. All members of the Board were present. Also attending were Barbara Crum, Bill Viehman, and Gary McNay of the architectural firm of Nix Mann Viehman; Tom Papageorge and Jim Newsome of the project management firm Barton Malow; and Mrs. Ames.

Mr. Hodgson made the motion that the minutes of the October 1989 quarterly meeting be approved as mailed and this was approved by consent.

The Board was invited to tour the new bookmobile which had just been delivered. Jan Burroughs, bookmobile staff, told the Board about the van and how it services the communities in the region. A photographer from the Athens Banner-Herald arrived shortly thereafter.

The major item of business was the presentation of the schematic plan to the library board. The architectural firm reviewed the plans and discussed the features of the facility. Mr. Viehman noted that the firm is nearing the end of the schematic design phase and that library board and Clarke County Commission approval will be necessary before they can begin the next phase. A called meeting will be scheduled to formally approve the schematic design.

Ms. Crum reviewed the site orientation of the new library and the floor plans noting locations of various departments and special areas. During the discussion of the plans several issues were raised. Mrs. Hertz had several questions about Board liability regarding the safety of the drainage pond that will be necessary to handle run-off and retention requirements for rainwater. Mr. Elkins will research the liability of public boards and Mrs. Ames will request an opinion from the attorney for the State Board of Education. The architects have recommended that a fence be constructed around the pond surrounded with plant materials that would inhibit children from exploration.

Other questions dealt with the heating system, exterior materials, roofing, and service drive size. The Board wanted to be certain that two bookmobiles and delivery vans would be able to fit in the space allocated. The architects discussed building materials and concluded that brick was more expensive, but probably had lower maintenance costs over the life of the building. They are recommending a metal material for the roof, but this is still being investigated.

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This was the first presentation to the Board of the proposed budget. Mr. Viehman discussed the estimate and noted areas where he proposed cuts from the original design to meet the \$4,600,000 budget. He concluded by stating that "the drawings, specifications and other documents submitted...are consistent with the requirements of the program and...the total price will not exceed \$4,600,000." No action was taken on this presentaion.

Mr. Logan reported for the Nominating Committee composed of Mr. Logan, Mrs. LaBoon and Mrs. Hopper. The slate of officers for the 1990-91 biennium proposed by the Committee was Mrs. DuPree, Chairman; Mr. Hodgson, Vice-Chairman; Mrs. Weeks, Treasurer. Mr. Firor seconded the recommendation of the Committee. The vote was unanimous in support of the slate of officers.

The Legislative Luncheon will be February 1. Mrs. Ames encouraged board members from Clarke County to attend this day at the capitol and to meet with legislators to discuss library needs. Regional funds will be used to pay the registration costs.

The Division of Public Library Services has requested that all library systems complete a space needs assessment for each county in the region. Discussion followed about the realistic timetable for developing branches. Mr. Firor recommended that the Board consider a branch on the east side of Athens by 1998 with the possibility of a second branch on the west side by 2000. A joint venture with Oconee County in the far western part of the county would also be examined. The State is requiring this projection for longterm capital expansion needs only and the Board will not be committed to any capital projects at this time. The motion was made by Mr. Firor was seconded by Mrs. Weeks and approved by voice vote.

Mr. Hodgson reported that the Building Committee had been very active as evidenced by the plans development. Mrs. LaBoon, Mrs. DuPree and Mrs. Ames had met with the interior designers to begin discussion about color schemes, carpet and floor coverings, furniture styles, and lighting. A complete presentation to the Board will be made in the summer. The Building Committee plans to meet monthly to keep up with developments with the new facility. Mr. Hodgson will keep the entire board informed and all members are invited to attend and participate as their schedules permit.

The Clarke County budget was presented to the County Commission in early January. The budget includes a request for salary increases for all clerical assistants, the addition of a young adult librarian to begin planning the activities of the new department, and the addition of four part-time clerks. This

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amounts to a 14.5 per cent increase. The commissioners will review the budget request and take action in May.

The long range plan of library service for Clarke County was tabled. A meeting will be called so that interested Board members can meet with the staff committee to discuss priorities and plans. Pam Blake, administrative assistant, will send out a check sheet to determine the best time for such a meeting.

There being no further business, the meeting was adjourned at 5:45.



Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD MEETING
January 18, 1990

The quarterly meeting of the Athens Regional Library Board was called to order by Mrs. DuPree, chairman, at 3:30 on January 18, 1990, in the Athens Regional Library Auditorium. Attending were: Mrs. Telford, Mrs. Brown and Mrs. Daniel from Franklin County; Mrs. Graham, Mrs. Carithers, and Miss Jenkins from Madison County; Mrs. Toney from Oglethorpe County; Mrs. Wells, Mrs. Johnson, and Mrs. Wynn from Oconee County; and Mrs. DuPree, Mrs. LaBoon, and Mrs. Weeks from Clarke County; and Mrs. Ames, library director. Attending the meeting as observers from the League of Women Voters were Mrs. Ruth Webb and Mrs. Olive Mae Williams. Mr. Hodgson and Mrs. Callaway were excused.

Mrs. DuPree welcomed the Board and introduced Mrs. Wynn who is new to both the Oconee County and Regional Library Board. The minutes were approved by consent as mailed.

The financial report was presented for information. Mrs. Ames noted that the library is well over budget in the processing supplies category because the staff is now processing all books purchased with referendum funds rather than ordering them preprocessed from the jobber, an experiment which proved unsatisfactory. The Clarke County Administrator, Russ Crider, has informed Mrs. Ames that the library may use referendum funds to cover the cost of processing supplies for the referendum material purchases in the future. While this will not allieviate the overage, it will assist the library for future purchases. Mrs. Weeks made the motion that the report be approved, Mrs. Carithers seconded the motion, and the issue carried.

Regional reports followed. Mrs. Telford and Mrs. Daniel reported for Franklin County. The three libraries are doing well and there are several activities going on. The Royston and Lavonia libraries each have added a part-time assistant to help the branch managers with the library operations. Mrs. Brown reported that they had discussed regional legislative priorities with senator Don Johnson, who reported that it will be a very tight year for all agencies. He has promised to work for better funding.

Mrs. Wells reported that the Oconee County Library was flooded in late fall due to heavy rains and a blocked outdoor drain. The library had to close for several days while drying out. Classic Nursery was the low bidder for the landscaping and it is now completed. The living Christmas tree was stolen from in front of the library and Eagle Tavern in Watkinsville. It will be replaced, probably by a donation from a club in the community. Sharon Johnson reported that three new board members joined the Oconee County Board in January: Wilson White, JoAnn Mitchell, and Connie Wynn. The county will investigate the

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problems with the soffit on the older part of the library and decide on a course of action.

Mrs. Carithers noted that Madison County has seen an increase of 800 new patrons since the library opened in August. The community support and demand for library services has been fantastic. The board has increased the staff and increased the number of hours each works. They are trying a flexible schedule. The landscape plan designed by Neal Weatherly of UGA is now complete. It is neat and simple highlighted by three white sasanqua espaliered on the front of the building. The Friends of the Library met earlier in the week and the guest speaker was Susan Colegrove of the headquarters staff. There are now more than 100 paid members of the Friends. One activity was hosting the December meeting of the Chamber of Commerce of Madison County.

Mrs. Toney reported that Oglethorpe County is experiencing a temporary decline in use of the library with lower circulation and poorly attended events. The extension staff will be working with the Oglethorpe librarian to develop a promotional plan to get more information about the library to the public. Ted Hughes, a local board member, is also a talented poet. He shared some of his poetry with a group of library patrons in January. MRs. Toney, who has been very active with the literacy program, has a student needing tutorial assistance. The book club is growing. The library is offering monthly films at the local nursing home and there will be several other programs offered there in the months to come.

Mrs. Weeks reported that the Clarke County Board had been very actively involved with the plans for the new facility which were to be discussed later in the agenda. Mrs. Ames reported that the new bookmobile had arrived from the manufacturer and was already on the road. It came in right on budget and is very attractive. The Literacy grant, 353 Adult Literacy, is enabling the library to add many new books, books on cassette, and computers and software. The staff is working on cataloging the materials, learning the computer software, and organization. The Art Bus will be at the library from April 17 through May 7. For three days, an artist in resident will be at the library demonstrating one aspect of Georgia Folk Art. The display will be open to the public and schools will be invited to arrange for tours during the exhibit period. The Friends of the Clarke County Library will coordinate volunteer staffers. Three members of the headquarters staff, Pam Blake, Pat Stauffer and Kathie Ames, will attend a weeklong workshop in Atlanta to learn how to operate the Genesis computer system. All branch managers and the children's department staff will attend the summer reading club planning session in Macon on February 21.

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Mrs. Ames requested that regional library funds be used to pay registration fees for the Legislative Luncheon in Atlanta on February 1. Mrs. Toney made the motion to approve with a second from Mrs. Telford and a unanimous vote.

Mrs. DuPree and Mrs. Ames discussed the schematic plans and design for the Clarke County Library. The State approved the plans on January 17. The next step is to have the regional board approve them before presenting them to the Clarke County Board of Commissioners. Mrs. Wells made the motion to approve the building schematic design, the second was made by Miss Jenkins and the vote was unanimous.

Mrs. Ames requested approval of a contract with Susan Baerg Epstein, the automation consultant who is reviewing the system's automation needs prior to making recommendations for the purchase of a system. Mrs. Weeks made the motion to approve the contract which has been reviewed by the library's attorney; Mrs. LaBoon seconded the motion; the vote was unanimous in support.

The American Library Association is offering a workshop on automation for medium sized libraries in mid-March. Mrs. Ames requested approval for Gary Phillips to travel to Chicago to attend this meeting. Mrs. Graham made the motion to approve out-of-state travel followed by a second from Mrs. Toney. The board voted to approve this item.

In other business, Mrs. Ames reviewed the requirements of the library's tax exempt status under IRS code 501c(3). An unintentional incident involving a branch manager and a political candidate occurred. The regional supervisor acted quickly to resolve the situation and there were no further problems. The provisions of the code were distributed to all board members for reference and for inclusion in their policy manuals.

Mrs. Graham invited all board members to visit the Madison County Library to view a display from the Richard B. Russell Library that will be exhibited throughout February.

There being no further business, the meeting adjourned at 4:45.


Kathryn S. Ames, Secretary

CALLED MEETING
CLARKE COUNTY LIBRARY BOARD
January 23, 1990

Mrs. DuPree, Chairman of the Clarke County Library Board presided at the called meeting of the Board on January 23, 1990. Attending were Mrs. LaBoon, Mr. Firor, Mrs. Weeks, Mrs. Shields, Mr. Hodgson, Mrs. Hertz, Mrs. Hopper, Mr. Logue, Mrs. Rosser, Mrs. Allen, Miss Copeland, Mrs. DuPree and Mrs. Ames, library director. Also attending were Barbara Crum and Bill Viehman of Nix Mann Viehman architects.

The purpose of the called meeting was the final presentation of the schematic design. Mr. Viehman noted that the schematic phase is the concept phase when the architects work to see that the design responds to the program. At this stage the functional layout is fairly well determined. Included in the presentation was a discussion of the site plan, floor plan, building sections, roof analysis and the model. Mr. Viehman concluded his presentation with a letter of submittal to Mrs. DuPree that stated that the building met or exceeded program requirements and that the budget was within the set amount.

Discussion followed. Mrs. Weeks asked about roof shapes and materials. Mr. Viehman said the composition of the roof would be metal, possibly a gray or gray-blue finish. They are considering interior roof drains which would carry water to the runoff point in the retention pond. A staircase at the back will provide access for maintenance.

Mr. Viehman said the budget information is unchanged from the January 9 meeting. Mr. Papageorge, project manager, thinks the project is approximately \$100,000 over budget. They are prepared to develop alternates. One major area of concern is the heating/air conditioning system (HVAC). This aspect is being analyzed and will be resolved during design development. Currently two systems are being considered. The chilled water system is 10 per cent more efficient to operate but is more expensive initially. Rooftop units are less costly to purchase, but longterm operating expenses are higher. By using rooftop units, the architects could eliminate 2,000 square feet of building space. Mr. Viehman said this is a \$200,000 decision.

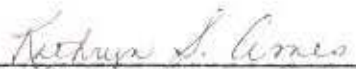
Mrs. Weeks inquired about the \$100,000 difference between Mr. Viehman's estimate and those of Barton-Malow. Mr. Viehman pointed to a figure for contractor's mark-up and profit and for design contingency.

Mrs. DuPree distributed a FAXed letter from Tom Wilkins who was out of town and her response. Mr. Wilkins was concerned about safety, a classic design, and fundraising. These issues were discussed and the Fundraising Committee plans to meet in March.

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Mr. Firor made the motion that the schematic concept for the new library be accepted. The design will incorporate the peaked roof as shown on the model and a decision on the HVAC will be referred to the county. The seconds were made by Mrs. Shields and Mrs. Rosser. The vote followed. Approving the motion were: Mrs. LaBoon, Mr. Firor, Mrs. Weeks, Mrs. Shields, Mr. Hodgson, Mrs. Hopper, Mr. Logue, Mrs. Rosser, Mrs. Allen, Miss Copeland and Mrs. DuPree. Opposed were Mrs. Hertz and, in absentia, Mr. Wilkins.

There being no further business, the meeting was adjourned at 4:50 p.m.



Kathryn S. Ames, Secretary

CALLED MEETING
CLARKE COUNTY LIBRARY BOARD
March 20, 1990

The called meeting of the Clarke County Library Board was called to order at 2:00 on March 20, 1990, by Peter Hodgson, vice chairman. Attending were Mr. Hodgson, Mrs. Weeks, Mrs. Hopper, Mr. Firor, Mrs. LaBoon, Mrs. Allen, Mrs. Hertz, Mr. Logue, Mrs. DuPree, Mr. Logan and Mrs. Ames, library director. Representing the architects were Bill Viehman, Barbara Crum and Gary McNay. Tom Papageorge and Jim Newsome attended as project managers. Russ Crider, Clarke County Administrator, was invited to attend but was out of town. Mrs. Rosser and Mr. Elkins were excused.

Miss Copeland,

The purpose of the called meeting was to bring the Library Board up-to-date on the progress of the new facility and to discuss the \$1.1 million cost overrun as estimated by the project manager.

Ms. Crum outlined the areas of change. Parking would be reduced from 200 to 170 spaces; unnecessary sections of sidewalks would be removed; the walls would be squared off rather than curved or stepped back; the clerestory would be removed along with finishes and supports; the metal roof would be shingled with an asbestos commercial product; and metal trim at the peaks would be changed to a synthetic stucco material.

Inside, the architects propose reducing the millwork which was duplicated in both the architect's and interior designer's budget. They will also substitute plastic laminate for wood veneers. The ceilings at the vaults will be acoustic tile rather than drywall. Finally, they proposed shelling out the Heritage Room and the Auditorium. In this regard, the basic structure would be provided except finishes.

Much discussion followed this presentation. Mr. Hodgson summarized the meeting and asked Mrs. Ames to distribute by mail Ray Holt's comments as well as the architect's responses to the Board. The architects will review the estimates and examine the effect of shrinking the building to reduce square footage.

A meeting was set for 2:00 on Wenesday, March 28, 1990. All board members are encouraged to attend or to submit comments prior to the meeting.

The meeting adjourned at 4:05 P.M.


Kathryn S. Ames, Secretary

MINUTES
CALLED MEETING CLARKE COUNTY LIBRARY BOARD
March 28, 1990

The called meeting of the Clarke County Library Board was brought to order at 2:00 on March 28, 1990 by Mrs. DuPree, Library Board Chairman. Attending were Mrs. Shields, Mrs. Allen, Mrs. Hertz, Mrs. LaBoon, Mr. Hodgson, Mrs. DuPree, Mr. Firor, Mr. Logue, Miss Copeland, Mrs. Rosser and Mr. Logan; from the architects - Bill Viehman, Gary McNay, Barbara Crum and Caroline Cloninger; representing Barton-Malow - Tom Papageorge and Jim Newsome; Russ Crider, County Administrator; and Mrs. Ames, library director.

Mr. Viehman reviewed the budget problem and presented a list of possible areas for reduction. The maximum budget for construction is \$4,800,000; as of the meeting, estimates were for \$5,818,200. The purpose of the meeting was to make decisions that would bring the building into budget.

Several of the items on page 2 were discussed. Generally, it was agreed that items on this page would not impact the building's function.

- Item 1. Concrete to be reduced was for exterior patios and wider sidewalks.
2. Generally, it was felt that it was too expensive to keep the 300 lb./foot second floor structure. The proposed 150 lb./foot is adequate for libraries. Mrs. Ames requested that the architects provide information about the cost of providing partial floor strengthening in one section of the non-fiction collection so that compact shelving would be a future option.
 3. By reducing second floor weight, the beams and columns can be reduced.
 4. Columns would be cast-in-place. Example of the rougher finish can be seen on the Veteran's Memorial adjacent to the Courthouse.
 5. Gable would be changed to synthetic stucco. This is less expensive and with the height of gables, vandal resistant.
 6. The building would be squared off, rather than having step-backs along the front. This doesn't affect function.
 7. By simplifying the shell of the building, it will be cheaper to build. The architects have pulled in the story-room and three study areas in the children's department, but say there is no loss of square footage.
 8. Cabinetry and desk work will be scaled back by \$70,000. Rather than using wood, a plastic laminate will be used.
 9. A cheaper acoustical ceiling material will be used.
 10. Rather than using drywall on the second floor vaulted ceiling, acoustical tile will be used.
 11. The staff lounge and hospitality room kitchen equipment will be reduced by \$8000. No indication was presented of this change in terms of what would and would not be available.

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12. There is still some discussion about floor surfaces, but a hard surface is desired at the front lobby.
13. Window treatment. Mr. Crider indicated that blinds could be purchased locally at a very good price.

Items on page 3 required more discussion as they represent deviations from the program.

- Item 1. Reduce parking to 170 spaces. Mr. Logue noted that the additional 30 spaces could be rough graded and this would leave only minor grading and paving to be done later. Mr. Crider said the county could do this at a future time.
2. Clerestory windows were a nice architectural feature, but were not essential to the function of the building. This item was discussed as a possible bid alternate.
 3. Change from metal to fiberglass shingle. Only the finish on the metal roof would be guaranteed; it would cost an additional \$2.50/sq. ft. to be watertight. Fiberglass also has no watertight guarantees, but Mr. Papageorge felt it would probably last longer.
 4. Shelling the auditorium for future funds. The consensus was that this room was integral to the operation of the library and that it must be completed.
 5. Shell Heritage Room. This was discussed, and it was decided to keep it in the project for the time being.
 6. It was decided not to change to a flat ceiling on the second floor. While there were some advantages (cost savings, ductwork more flexible for HVAC, lower heating/cooling costs), the Board voted to keep for aesthetic reasons.
 7. A flat roof was rejected.
14. Bill Viehman stated, "I think there are some items we're still carrying that can be eliminated in design." This was in response to a question about reducing design contingencies to 3%. Mr. Papageorge stated that it's feasible but depends on the next stage of working drawings.
13. Exterior brick will be kept.
12. Carpet quality will be maintained.

At this point in the discussion, it was determined that the facility was still over budget and three different reductions in the facility were considered.

Mr. Firor made the motion that the Board approve a 1500 square foot reduction which will be worked out between the architects and Mrs. Ames. This was approved by vote of the entire board.

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Two other items were discussed. Mr. Viehman said that the detention pond cannot grow and an alternate solution such as that being proposed for Board of Education property be pursued. Questions were also raised about handling rainwater on the flat sections of the roof. Mr. Viehman said that interior drains were a common way of handling rainwater. An alarm would indicate problems, but expert installation would ensure few if any leaks.

Mr. Hodgson then reviewed the cuts authorized by the discussion. All reduction items on pages 1 and 2 were deleted plus items 1, 2, 3, 8, and 14 from page 3. Mr. Logue made the motion to approve these changes as outlined by Mr. Hodgson. Mrs. Hertz and Mrs. LaBoon seconded the motion and the unanimous vote followed.

There being no further business, the meeting adjourned at 4:10 P.M.


Kathryn S. Ames, Secretary

MINUTES
CLARKE COUNTY LIBRARY BOARD MEETING
April 10, 1990

The quarterly meeting of the Clarke County Library Board of Trustees was called to order by Mrs. DuPree, Chairman, at 4:00 on April 10. Attending the meeting which was held in the library auditorium were Mrs. Allen, Ms. Copeland, Mrs. DuPree, Mr. Elkins, Mr. Firor, Mr. Hodgson, Mrs. Hopper, Mrs. LaBoon, and Mr. Wilkins; Mrs. Ames and Mrs. Belanger. Mrs. Shields and Mrs. Weeks were excused.

Mr. Firor made the motion that the minutes be approved as distributed; second from Ms. Copeland; approval by consent. The minutes of the called meeting of 3-28-90 were also approved with a change in wording on page 3, paragraph 2. The corrected statement will read: "All reduction items on pages 1 and 2 were deleted from the building plus items 1,2,3,8, and 14 and from page 3."

Mrs. Belanger reported on the LSCA federal funds proposal that was submitted to the state for consideration. The project calls for the library to offer a one-day seminar for all reference staff and branch personnel to enhance reference skills. The project also calls for the purchase of five FAX machines to be located in the five largest branches. Ms. Copeland made the motion that this report be accepted as information.

The Library has traditionally been open on Easter Sunday. A survey of the number of patrons using the library and the number of items checked out on this day in prior years indicate that it is not cost-effective to operate. Mr. Firor made the motion that the library be closed on Easter; second by Mr. Elkins; the Board vote was unanimous.

Mr. Hodgson reviewed the reduction in the size of the new building and Mrs. Ames discussed the resolution of the problem of eliminating 1500 square feet. Eliminated will be one study room on the second floor which was part of the Learning Center; space for the lobby, a small conference room, storage space, and a reduction in the staff room on the first floor. Additional reorganization of space and redesign of the stairways on the second floor reduced the need to cut back on furniture or shelving. The architects will meet with the board again for final design development approval in early May. At that time, they expect to have exterior materials to recommend.

The library staff has ordered many new books and audio-visual materials as a result of the referendum funds for materials. From these efforts has come a question about the purchase of R-rated videos. While the emphasis of the collection remains to purchase film classics, educational materials, "How to" programs, and children's films, there are some videos that are considered classics that have the R rating. There was discussion about the problem of being perceived as competing with video rental stores in the

community. Mrs. Ames noted that the library did not intend to compete, but rather to supplement those collections which are traditionally weak in the library's primary priority areas. The motion was made by Mr. Hodgson to support the purchase of carefully selected R-rated videos; Mrs. Allen made the second. The vote was 8 in favor with Mr. Firor opposed. Mr. Firor stated his objections to using materials funds to purchase any videos.

Mrs. Ames invited interested Board members to attend a dinner at the Abbey in Atlanta sponsored by Baker and Taylor to discuss the needs of Georgia libraries with Mr. Lauren "Bubba" McDonald. The dinner will be held on Monday, April 16.

The Director's report followed. The library has now had three burglaries in the past four months. Following an initial theft of nearly \$500, the library staff purchased a better quality storage cabinet which is far less vandal-prone and changed the money-handling procedures. The next two thefts netted the thieves less than \$75 each time, but the damage to the building was considerably higher as windows were broken to gain access. Fortunately, no other items have been stolen.

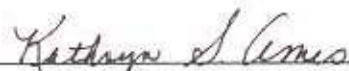
Lee Williams, part-time cataloger, will resign on April 30. Mr. Williams has been with the library for over two years and acted as department head for a short period.

Julie Coleman of Charlotte, North Carolina, will join the staff on July 1, 1990, as Assistant Director. Ms. Coleman has been employed as the Branch Manager of the largest and most active branch in the Charlotte system. Her responsibilities will include the day-to-day management of the headquarters library and liaison with the Friends.

The Genesis computer is now installed and the staff is working diligently to enter data. This computer is far more complex than the micro system used previously and will require the staff to spend a great deal of time learning the intricacies. The advantage is that we will be able to generate reports and monitor funds rapidly.

The Governor's Medal for outstanding humanities programming was presented to the Library in February. The Art Bus, sponsored by the Friends of the Library, will be opening on April 17-May 6. The artist in residence will offer 12 public programs for various age groups the last week in April. The careers workshops led by John Brantley were off to a good start with 17 people participating. In all, a very good quarter.

There being no further business, the meeting was adjourned at 4:40 p.m.


Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
April 19, 1990

Mrs. DuPree, Chairman, called the quarterly meeting of the Athens Regional Library Board of Trustees to order at 3:35 on April 19, 1990. Present were Mrs. Graham and Mrs. Carithers of Madison County; Mrs. Brown from Franklin County; Mrs. Wells, Mrs. Johnson and Mrs. Wynn representing Oconee County; Mrs. Clark and Mrs. Toney of Oglethorpe County; Mrs. DuPree, Mr. Hodgson, Mrs. Weeks from Clarke County; Mrs. Ruth Webb, League of Women Voters observer; and Mrs. Ames, Library Director. Mrs. LaBoon and Miss Jenkins were excused.

Mrs. Toney made the motion that the minutes of the January meeting be approved as distributed by mail; second from Mrs. Carithers; approval by consent.

The Financial Report was received as information. There were unanticipated increases in the cost of insurance, but the other budget items were within acceptable limits. On the positive side, gifts and donations to the libraries in the system have exceeded expectations. Receipts from governing agencies have been slow this year, but each has been billed for the full amount due.

Regional reports followed. Reporting for Oconee County was the local chairman, Mrs. Johnson. The landscaping of the library is now finished and the parking lot changes have been completed. The Board is replacing the living Christmas tree that was stolen in 1989. The County Board of Commissioners have replaced the damaged soffit and have worked on the drains to eliminate any chance of another flood. This year's budget goals will be to bring the staff salaries up to a level commensurate with other county employees. Billie Brown, Branch Manager, and Cynthia Jameson, Library Assistant III, will be leading workshops at the Georgia Children's Book Award Conference in May. Mrs. DuPree requested that a letter be sent to each of these ladies congratulating them on their participation in this program. Mrs. Elsner, of the Headquarters staff, will also be presenting a program and will receive a letter from the Board as well.

Mrs. Brown reported that the Franklin County libraries are all very busy. Royston has a new city manager who is very supportive of the library. He wrote to a friend at 3M describing the plight of the library which had no operable copier and obtained one as a donation. The schools are sponsoring a six week reading program called Feed the Hungry Monster and children have been checking out tremendous numbers of books as they compete to feed the monster.

The Oglethorpe County Library Board has four new members according to Mrs. Toney. The County Commission passed the budget in January and it included substantial increases for salaries. A committee from the Board worked with Kathryn Ames, Clare Auwarter, and Prudence Taylor to develop the long-range plan of growth for Oglethorpe County Library. The plan calls for the addition of Sunday hours in FY91, lunch-time opening in FY92, and a new facility. The Board also plans to work on building the collection. Mrs. Nancy Clark, a new member of both the County and Regional Boards, is writing bi-weekly book reviews for the Oglethorpe Echo.

Mrs. Carithers shared the Madison County success story. The building is working well, circulation is climbing dramatically, new patrons are signing up to use the library every day, and the multi-purpose room is continually booked. The Friends now have 133 paid members. In the current year, the Friends have presented \$5000 in gift funds to the library. At the April meeting, three trustees were recognized for extensive years of service. Mrs. Berthine Whitehead was a charter member of the Madison County Library Board and has 56 years of continuous service on the Library Board; Jere Ayers has served 21 years; and Augusta Jenkins has served 10. They were presented with plaques recognizing their service and a book was placed in the library. The Spring Fling will be May 19 and the Friends will sponsor an auction and book sale. On June 2, the library will host a book repair workshop for all interested community residents. There will be at least one volunteer in the library every day for three hours. And the Friends will help sponsor several special children's programs for the summer.

Mrs. Ames reported for Clarke County. The Genesis computer is now installed and the staff is working diligently to enter data. This computer is far more complex than the micro system used previously and will require the staff to spend a great deal of time learning the intricacies. The advantage is that we will be able to generate reports and monitor funds rapidly.

Lee Williams, part-time cataloger, will resign on April 30. Mr. Williams has been with the library for over two years and acted as department head for a short period.

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The Governor's Medal for outstanding humanities programming was presented to the Library in February. The Art Bus, sponsored by the Friends of the Library, will be opening on April 17-May 6. The artist in residence will offer 12 public programs for various age groups the last week in April. The careers workshops led by John Brantley were off to a good start with 17 people participating. In all, a very good quarter.

Mrs. Ames and Mrs. Carithers attended a dinner sponsored by the book jobber, Baker and Taylor, of Commerce. The purpose of the meeting was to discuss the needs of libraries in the state with Lauren "Bubba" McDonald. The dinner at the Abbey in Atlanta was excellent.

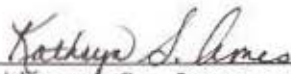
Mr. Hodgson discussed the Design Development phase of the Clarke County Library building plans. He outlined where the major areas of the new facility were and what changes had been made to bring the

project within budget. He noted that the building estimates at one time had the project out of budget by more than \$1.1 million, but with careful attention to detail, the architects have managed to bring that figure back to the required amount. While the Clarke County Library Board has been working with the architects to modify the design, final approval for the design rests with the Regional Library Board. The Clarke County Library Board recommended to the Regional Board that the design development phase be approved with certain minor changes which do not affect the overall design or cost. Mrs. Wells made the motion to approve the design pending some resolution of these points; second was made by Mrs. Clark; the vote to approve this phase was unanimous in support.

Mrs. Ames requested authorization to attend a conference on library furniture and equipment and the American Library Association meetings in Chicago from June 20-30. There is currently some money in the travel budget. The motion was made by Mrs. Graham to authorize this out-of-state travel; second was made by Mrs. Clark and the motion was approved.

The Georgia General Assembly passed the Drug Free Work Force Act of 1990. The act provides for the suspension and termination of any employee who is involved in offenses involving controlled substances. The State Department of Education advised all systems to develop a policy that included the legal requirements of this act. Mrs. Ames contacted Clarke County attorney, Ray Nicholson, for the Clarke County version of this policy and adapted its requirements for the library system. This was presented to the Board. After reviewing the requirements and discussing the legal ramifications, Mrs. Graham made the motion that the suggested policy be approved; the second was made by Mrs. Weeks; and the policy was approved by the Board.

There being no further business, the meeting was adjourned at 4:20 pm.



Kathryn S. Ames, Secretary

MINUTES
CALLED MEETING

Peter Hodgson presided at the called meeting of the Clarke County Library Building Committee on May 8, 1990, at 4:00 in the library auditorium. Attending were Mr. Hodgson, Mr. Logan, Mr. Logue, Mrs. LaBoon, and Mrs. DuPree; Mr. Crider, Clarke County Administrator; Mr. Papageorge, Project Manager; Mr. Viehman and Ms. Crum, Nix Mann Viehman Architects; and Mrs. Ames.

The purposes of the meeting were to review exterior building materials and color ranges, to evaluate the budget, and to approve the functional plan.

Ms. Crum provided samples of a split face block product with two possible finishes and suggested that brick in a coordinating tone be used to break up the large expanse. Two color possibilities were discussed: a yellow-white and a light rose. A sample card with darker brick shades was also shown briefly. Ms. Crum showed the Committee pictures of other public buildings which used the split face block.

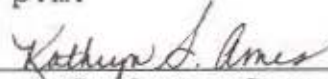
Mr. Logan made the motion to proceed with the darker toned brick but there was no second. Mr. Hodgson polled the Committee about their response to the split face block. The consensus was that the architects would bring to the Committee some suggestions for using the rough-finish split face block and brick. In addition, they would identify buildings in the community which used the same color palette. Mr. Logue stipulated that the design not be fussy or ornate and the group agreed. It was decided that the next presentation should be to both the Clarke County Commissioners and the Library Board if such a meeting could be set up.

On the subject of the budget, Mr. Papageorge said that according to the estimates, the building was projected to be \$1801 under budget. There are some details such as specific light fixtures which have not yet been determined and they will be making periodic reviews.

Mr. Viehman requested final approval of design development. The following issues must be resolved in very short order: 1) Final decision on exterior materials; 2) Water detention. This has not been resolved with the Board of Education; 3) Lighting system for the second floor. The State is requesting a statement that the fixtures selected will meet design criteria; 4) Automation system requirements plus any audio-visual special features. Mrs. DuPree made the motion with a second by Mr. Logan to approve the plans with the exceptions noted. The vote was unanimous.

Mr. Hodgson charged the architects to look at alternative exterior styles of finish. The Committee would like time to review and respond to the recommendations. Timing for this is critical and a meeting should be planned within the next few weeks.

The meeting adjourned at 5:40 p.m.


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Kathryn S. Ames, Secretary

MINUTES
CLARKE COUNTY LIBRARY BOARD
July 10, 1990

The quarterly meeting of the Clarke County Library Board of Trustees was called to order at 4:05 P.M. by Mrs. DuPree, Library Board Chairman. Attending were: Peter Hodgson, Beverly Copeland, Robert Elkins, David Firor, Glenda LaBoon, Hugh Logan, Tom Logue, and Virginia Shields from the library board; Mr. Papageorge, Barton Malow representative; Mr. Ferguson, Mr. Heard, and Ms. Cloninger representing Henrick Associates, the interior designers for the new library; Mrs. Ames, library director and Ms. White, assistant director. Mrs. Allen, Mrs. Weeks and Mr. Wilkins were excused.

The minutes of the April quarterly meeting and called meetings were approved as mailed upon motion by Mr. Hodgson and a second by Mr. Firor.

The interior plans were discussed by the design team. Ms. Cloninger noted that in September 1989, the Board directed them to keep in mind two key concepts. The first was that as a public facility, the Board required maintenance free furnishings that would also meet the budget. She noted that all furniture and equipment were selected with maintenance and upkeep a major consideration. The second requirement was that this not be a conventional library or simply a storehouse for books, but rather it should be looked at as a community center.

Mr. Heard then described the various areas correlating them with colorboards. Several questions followed about shelving, special equipment, and finishes. The carpets and one of the Gunlocke chairs which are being projected for use throughout the library were left for the public to examine. The consensus of the Board was that the design was very attractive and that the quality of the furnishings met Board requirements for durability. Hendrick Associates will present a detailed budget breakdown for the Board prior to the bidding period. It is expected to be well within the amount. This does not include additional detailing for the Heritage Room or the development of the theme for the Children's Room. Specific estimates will be presented at a later date.

Mr. Papageorge, project manager, discussed the problem of water detention on the site. The engineers, Jordan, Jones and Goulding, have requested an additional \$2400 to redesign the detention pond and parking lot adjacent to the pond. There has been considerable debate between the library's engineers and those hired by the Board of Education about how to handle the water and runoff problems. After meeting again in late June, the engineers agreed on the level of detention needed and they require an additional sum to complete drawings. Mr. Hodgson made the motion with a second from Mr. Logue that Mrs. Ames and Mr. Papageorge work together to study the budget and determine a source for the additional funds. This was approved by a show of hands.

Mr. Papageorge then discussed the budget. According to Barton Malow's review, the budget is approximately \$130,000 over budget. The contingency budget is three percent and this is specifically for change orders. Nix Mann is obligated to bring the budget into balance prior to the final approval of the project and prior to the release of the project for bid. Mr. Papageorge has some suggestions on how to resolve the problem. Mr. Hodgson and Mrs. Shields made the motion that Mrs. Ames and Mr. Papageorge develop a list of possible changes that would be presented to the board at a called meeting at a later date. This was approved by a show of hands.

State Representative Michael Thurmond has offered to help the library develop an Afro-American history collection. He would help select the materials and would also raise funds for the materials purchase. Ms. Copeland made the motion with a second from Mr. Logan that the library pursue this collection with the understanding that the same guidelines found in the library's materials selection policy would be followed in selecting, cataloging and shelving materials. This motion passed unanimously. Mr. Elkins, Ms. Copeland, and Mrs. DuPree will serve on a committee to work with Mr. Thurmond and the staff to select materials.

A request from the Athens Police Department regarding drug surveillance was reviewed. The consensus of the Board was that the request was well within inherent police powers. Therefore, the Board agreed to cooperate with the police department.

The Director's report followed. Mrs. Ames noted that the Clarke County budget was approved. This represents a 14 percent increase and includes funding for a young adult librarian to begin in January, a part-time literacy clerk, and completion of the data base conversion project. She announced that the library had just been notified of two grants: \$24,935 from the Federal Literacy Project and \$6100 from the state for a competitive grant to provide a reference workshop and to purchase fax machines for the branches. The Friends of the Library has agreed to provide \$500 for a matching grant to purchase children's videos. The American Library Association and the Carnegie Corporation are sponsoring the project which will select 250 libraries from across the country to receive these awards. One long-awaited item of business was the announcement that the State Department of Education formally approved the plans for the new Athens Regional Library and authorized the grant of \$3 million at their June meeting.

Two potential problems were discussed for informational purposes. One was the termination of a clerical employee who has threatened to sue on grounds of discrimination. The documentation is excellent in this case and both Mr. Elkins and the county attorney have reviewed the action. The second problem is the library patron who is irate about the non-circulation of periodicals.

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Clarke County Library Board
July 10, 1990

He has contacted several board members, the state representatives, senator, and county commissioners. No action will be taken about either situation at this time. Mrs. Ames has contacted other libraries to discuss their periodical policies and finds that several have similar restrictions.

There being no further business, the meeting was adjourned at 5:35 P.M. The next quarterly meeting will be October 9, but it is expected that there will be at least one called meeting in late August or early September to set priorities for alternates. The building will be bid in late fall.



Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
July 19, 1990

The quarterly meeting of the Athens Regional Library Board of Trustees was called to order at 3:35 P.M. by Mrs. Carithers acting for Mrs. DuPree who had an accident in the library just prior to the meeting. Attending were Mrs. LaBoon from Clarke County; Mrs. Wynn from Oconee County; Mrs. Clark and Mrs. Toney from Oglethorpe County; Mr. Ginn, Mrs. Graham and Mrs. Carithers from Madison County; Mrs. Telford and Mrs. Daniel from Franklin County; and Mrs. Ames, library director and Ms. White, assistant director. Mrs. DuPree, Mr. Hodgson, Mrs. Weeks, Mrs. Brown were excused.

Introductions were made for the benefit of all present. The minutes of the April meeting were approved as mailed by consent.

The financial report was delayed due to problems with the Genesis computer. It will be mailed as soon as possible.

The regional budget and its components were the next items of business. Mrs. Ames first reported on the meeting on July 12 with State Department of Education budget director, Luther Melton. Mr. Melton advised the called meeting of the Georgia Council of Public Libraries that the state is looking for ways to limit the growth of expenditures. As of July 12, all positions are frozen and the one cent increase for materials is also frozen. He indicated that there may be further cuts in grant funds. The severity will be determined in late August.

The Talking Book Center budget was presented by Janet Wright, librarian in the TBC. The state formula has been essentially the same amount for over nine years. The proposed new formula which the state will consider for FY92 does not have any additional funding for this center. Using the same format as for FY90, the budget for this service is projected to be \$17,392 over budget. Several possibilities for savings were discussed. Ms. Wright suggested asking each of the 15 participating counties to contribute based on a percentage of the number of active readers. It was noted that since all of the counties in the Athens Region had already set their local budgets, it was not possible to obtain additional funding at this time. Ms. Wright was asked to contact each of the other regions (Uncle Remus in Madison, Piedmont in Winder, Hart County and Elbert County) to see if funds might be available to assist this year. Board members will also look for cheaper quarters in their locales. After much discussion, the motion was made by Mrs. Clark and a second from Mrs. Wynn to authorize the Executive Board to work with Ms. Wright and Mrs. Ames to find a solution to the funding problem.

There was little discussion about the regional budget as it is a compilation of previously approved local budgets. The Maintenance and Operations budget and the Materials budget were included in the regional budget and were essentially the same as the previous year. The motion to approve the regional budget was made by Mrs. Toney with a second from Mrs. Graham. It was amended upon motion of Mr. Ginn and a second from Mrs. Clark that it be approved contingent upon balancing the Talking Book Center budget and before submittal to the state in August. This was approved by a unanimous vote.

The LSCA project for FY91 continues to be the automation and cataloging project that was begun in FY89. The estimated amount for this federal project is \$22,000. Mrs. Clark made the motion to approve with a second from Mrs. Daniel and voice vote.

Regional reports followed. Mrs. Carithers began by noting that Mr. Ginn is one of four new members of the Madison County Board and he is employed by Jackson EMC. Other new members are Sarah Haygood, Miriam Delk, and Betty Sweeney. In July, Madison County elected new officers and Mrs. Carithers was elected chairman; Mrs. Ouida Langford vice-chairman; and Mrs. Graham is secretary. The new library has just celebrated its one year anniversary and inspection. There are a few minor things to be corrected; the architect and contractor are taking care of them. The Vacation Reading Club has had a tremendous response this year and many excellent programs. The Friends of the Library have sponsored seven programs and the regional library has provided three. Mrs. Carithers also noted that the local budget includes a half time literacy coordinator and the position is being advertised now.

Mrs. Daniel reported that the Lavonia library had increased the number of participants in the Vacation Reading Club. The library is averaging 78 children each Wednesday for storyhour. The community room is being used by a good variety of community organizations. Audio tapes have been donated to the Lavonia library and have been very successful. The hours have been changed to 8:30-11:30, 1-6; Monday and Tuesday; and 8:30-11:30, 1-5 on Wednesdays and Fridays. Their goal is to add hours on Saturday in January.

Mrs. Telford noted that Mrs. Mary Sewell has retired from the Carnesville Library after 14 years of service. The position has been advertised and they have just offered the position to Helen Blackmon. A resolution recognizing Mrs. Sewell's service will be sent to her from the regional board.

Mrs. Toney reported that the Oglethorpe County Library will now be open seven days a week with the addition of new Sunday hours. The circulation figures are improving. She noted Mrs. Alice Paul's creative decorations were a highlight of the Vacation Reading Club. The library is making an extra effort to attract children to the special programs and have been averaging 75 per program. She distributed copies of Mrs. Clark's book reviews in the Oglethorpe Echo and noted that this had helped encourage others to read. The library has received 20 large print books as memorials recently.

Oconee County activities were reported by Mrs. Wynn. The Lions Club has donated \$500 for the purchase of magnifiers which are used by the general public. This includes a map magnifier and a large over-the-table magnifier. The Clarke-Oconee Genealogy Group has begun a book-a-month donation program. The Vacation Reading Club is quite active with 750 children plus 110 children in day care centers registered.

Mrs. Ames reported that the Clarke County Library also has had an active summer with great gains in registration. The adult reading club is Britannia Mania and the Friends will assist with a special event for that program. The Learning Resource Center will be open in the fall. Ms. White reported on Family Fun Day which is scheduled for August 26 and sponsored by the Friends. This is a free event which publicizes library services and encourages family participation. The new library plans are now within \$115,000 of meeting the budget. The project manager reports that this is a normal occurrence with large construction projects and that the architects must have the building within budget before it can be let out for bid.

The Library system had been awarded two grants. The first is a federal grant to further develop the literacy program. The total grant will be for \$23,752 and will begin in October. This federal grant is extremely difficult to obtain. The second grant is a competitive LSCA grant to improve reference services. Under the plan of the proposal, the library will purchase 5 fax machines for the larger branches and will offer a 2-day reference workshop for all branch staffs in November. (The three smaller branches in Carnesville, Bogart and Winterville are open less than 15 hours each and two do not have telephones.) Over 40 proposals were submitted to DPLS for this special allotment of federal funds and the staff was pleased to have this proposal selected.

Mrs. Carithers reviewed the list of supplemental furnishings and equipment which will be bid for the Madison County Library. The list is appended with a priority ranking for the alternates. Mrs. Clark made the motion to approve the list of equipment and the ranking of alternates followed by a second from Mrs. Telford. The vote was unanimous.

Mrs. Ames and Ms. White presented the interior design package that the Clarke County Library Board had approved. The regional board, as co-owner during construction, was required to formally approve the design so that design development can be completed. Mrs. Toney made the motion to approve with a second from Mrs. LaBoon and approval by the full board.

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Athens Regional Library Board
July 19, 1990

Mrs. Ames discussed the new statewide drug testing requirements. As the bill is currently enacted, all employees beginning work after July 1 must be tested. This includes temporary employees, part-time workers, and students as well as all adult permanent employees. The library will be billed \$50-55 for each test except for state paid positions. Mr. Ginn felt that it was mandatory that the library find the funds to test, and felt strongly that each and every employee should be tested. Mrs. Ames requested authorization to wait for specific guidelines from the state and for clarification on handling part-time employees. It was noted that several law suits were being discussed which may alter implementation requirements. Mrs. Ames was directed to have a plan by the October meeting for both testing and funding of those tests, and to start testing if she receives formal notification prior to that date.

There being no further business, the meeting was adjourned at 5:00.



Kathryn S. Ames, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
October 18, 1990

The quarterly meeting of the Athens Regional Library Board was held on October 18, 1990, at 3:30 in the Library auditorium. Attending were Board Chairman DuPree, Mr. Hodgson, and Mrs. Weeks from Clarke County; Mrs. Brown from Franklin County; Mrs. Graham, Mrs. Carithers and Mr. Ginn of Madison County; Mrs. Wynn from Oconee County; Mr. Hughes and Mr. Downs from Oglethorpe County; Mrs. Ames, and Ms. White; and Mrs. Ruth Webb, an observer from the League of Women Voters.

The minutes of the July meeting were approved as distributed by mail upon a motion from Mr. Ginn and a second from Mrs. Carithers.

The Financial Report was presented for the first quarter of the 1991 fiscal year. At this time, progress seems to be on track in all major categories. Mrs. Ames has billed all funding agencies for quarterly payments and several were received after the September 30 cutoff for inclusion in this report. The report was accepted as presented on a motion from Mrs. Weeks and a second from Mrs. Brown.

Regional reports followed. Mrs. Carithers began with information about the Madison County Library. There are four new board members appointed to the local board. Mrs. Oneida Langford, a member of the library board for more than 40 years, including 20 as chairman, died during the quarter and a memorial fund has been established. One of the exciting events was the hiring of Mrs. Ginni Edwards to coordinate the Literacy Program for Madison County. Mrs. Edwards will concentrate on family literacy and will work closely with the Athens staff. The Friends of the Library continue to grow. James McKay is the new president and they have 150 dues paying members. Most recently, the Friends donated \$2000 to the library for children's materials.

Mrs. Brown reported that the Lavonia and Royston Libraries have been getting good use of their fax machines already. The Royston program continues to grow with an average of 25 new patrons each month. Civic clubs in Royston have donated four newspaper subscriptions to the library.

Mr. Hughes reported that Oglethorpe County was one of 250 libraries selected nationwide to receive a grant of children's videos from the Carnegie Corporation. More than 1200 applications were received. The library has added Sunday hours to their schedule and people are starting to get accustomed to coming then.

Mrs. Wynn reported for Oconee County. The Class of 1940 donated \$50 in honor of a classmate. The high school horticulture club is planting trees on the grounds. A small lot in Watkinsville has been donated to the library. It will be sold and proceeds will be used as the local board determines. More than 200 people attended a reception for Dr. Roy Ward who exhibited artwork.

Mr. Hodgson noted that the Clarke County Board had been very busy with the new building. The building received authorization to be advertised for bid and the first ad was in The Athens Observer on

October 18. The ad will run for five weeks with bid opening on November 20 at 2:00. He anticipates the need for a fundraising campaign. Bill Gilmore will head the committee which will involve both Clarke County Board members and Friends of the Library. Heading the two divisions will be Michael Carson and Fran Lane. Mrs. Ames noted that the automation project would be advertised in November and that eight firms have expressed interest in our proposal. The local option sales tax referendum will provide the funds for the Clarke County equipment which will be large enough to accommodate all branch activity. Provision for branches and a detailed cost estimate per county will be required of all vendors.

Unfinished business was the next item on the agenda. The supplemental equipment bid package for Madison County was discussed by Mrs. Carithers. The Madison County Library Board recommended that the low bidder for each item be selected. This would mean that the Board would contract with three companies: Environmental Design Fixtures, Interior Systems, and Anacomp. There is a GSA contract for the microfilm reader printer and it will be ordered directly from the Minolta vendor. This motion was approved unanimously upon a motion from Mr. Hodgson and a second from Mrs. Wynn.

Mr. Hodgson reviewed the Athens Regional Library Building plans and specifications and asked that the regional board formally approve the plans and specifications, modification necessary to meet the proposed budget, and the order of the add alternates. These items had previously been approved by the full Clarke County Library Board. The motion was made by Mrs. Carithers to approve the final plans and specifications, alterations to the building necessitated by budget, and the priority order of the add alternates; second from Mrs. Weeks; unanimous approval.

The issue of state mandated drug testing was reviewed. At present, the state has delayed implementation indefinitely as there have been legal challenges. The Division of Public Library Services expects that the delay will be lengthy as there are many issues including the testing of part-time and temporary workers to be resolved. This was received as information.

Mrs. Ames reviewed the situation with the budget shortfall in the Talking Book Center budget. One employee, Lori Kane, has been reduced to half time in the TBC and she was assigned to work 20 hours per week with the audiovisual department when a vacancy occurred. Janet Wright, TBC librarian, has been assigned to work ten hours per week in the reference department. The staff will continue to try to reduce other costs such as printing and supplies when possible. Mrs. Ames and Ms. Wright are working to develop a plan for improved TBC funding. This was received as information.

New business began with a discussion of the reference policy. This policy does not represent a change as much as a written compilation of existing policies. Ms. White noted that the policy will be distributed to all staff members at the October 31 staff development workshop. Several aspects of the policy including homework assistance and telephone reference were discussed. The intent of

this policy is to ensure that all patrons regardless of age or need are entitled to equal service and access to information: there are no questions that will be ignored. Mrs. Weeks made the motion to approve the policy and requested that it be made available to all media specialists in the region; Mrs. Graham made a second motion and it was approved.

The fax policy was then presented. Providing a fax to the branches was funded with the federal Library Services and Construction Act. The purpose was to facilitate document delivery and information exchange between the headquarters library and branches. A discussion of the cost to provide the service and the cost to the patron ensued. Library staff had surveyed other libraries in the state to find out what their charges were and found no consistency. Our cost for paper is approximately 3-4 cents a page. Mr. Ginn made the motion that the policy be approved with the following changes: 1) The library may make facsimile transmission available for city/-county/school purposes if such requests are made. 2) This service will be available to patrons at a cost of \$.20 per page. 3) All funds generated from fax reception be identified and deposited into a separate account for the purpose of repair and supplies. Mrs. Wynn seconded the motion. The vote was 6 YES (Downs, Graham, Carithers, Ginn, DuPree, Hodgson) and three NO (Weeks, Hughes, Brown).

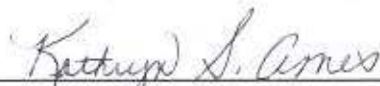
Mrs. Ames requested authorization to pay registration fees for specific, approved events with M & O funds. These had been covered by state travel funds in previous years, but a new interpretation of the travel regulations excludes registration fees. The library will not reimburse employees for purely social events. Mr. Ginn made the motion to approve this request with a second from Mrs. Carithers and a unanimous vote.

Mrs. Ames requested authorization to travel out-of-state to Nashville to attend the Southeastern Library Association Meetings in December if the library is awarded the Outstanding Programming recognition. This request was approved following a motion from Mr. Ginn and a second by Mrs. Weeks.

Discussion of the proposed State Merit System Benefit Plan which includes many fringe benefits not currently available was delayed until January.

Mrs. Ames urged as many members as possible to attend the Tenth Congressional District Hearings that are a follow-up to the Governor's Conference on Library and Information Services. This meeting will be held November 29 at 1:00 in Washington, Georgia, and U.S. Representative Doug Barnard is expected to attend.

There being no further business, the meeting was adjourned at 4:45 P.M.


Kathryn S. Ames, Secretary

MINUTES
CLARKE COUNTY LIBRARY BOARD MEETING
October 9, 1990

The quarterly meeting of the Clarke County Library Board was held on October 9, 1990 at 4:00 in the Library auditorium. Attending the meeting were Mrs. Allen, Mrs. DuPree, Mr. Elkins, Mr. Firor, Mr. Hodgson, Mrs. Hopper, Mrs. LaBoon, Mr. Logue, Mrs. Rosser, Mrs. Shields, Mrs. Weeks, Mr. Wilkins and Mrs. Ames and Ms. White. Excused were Miss Copeland who was ill and Mrs. Hertz who was out of town. Absent was Mr. Logan.

The meeting was called to order by Mrs. DuPree. Mr. Firor made the motion to approve the minutes as distributed by mail; Mrs. Weeks seconded the motion and this was approved by consent.

Reductions in the Interior Design budget were presented. At present, the interiors budget is nearly \$75,000 over budget. The interior design committee headed by Mrs. LaBoon met with the designers on September 10 to determine options for resolution of this shortfall. The recommendations were to:

1. Delete miscellaneous seating and tables.
2. Delete 4 lateral files and reuse existing.
3. Delete wood canopy tops.
4. Reuse additional shelving.
5. Delete 1 chair at each 4-person table (total 32 chairs).
6. Delete 43 shelving units.
7. Delete furniture in the Friends office.
8. Delete all miscellaneous end and office tables.
9. Add checkpoint security system and exterior book returns.

There were also ten add alternates to be included in the bid package. The Add alternates were ranked in priority order and they will be accepted in this order if funds are available.

1. Add 10 chairs.
2. Add 10 chairs.
3. Add 12 chairs.
4. Add 20 shelving units.
5. Add 23 shelving units.
6. Add Friends office furniture.
7. Add miscellaneous tables.
8. Add canopy tops.
9. Add staff lounge tables and seating.
10. Add wood canopy tops.

Mr. Hodgson made the motion that the alternates and reduction in furniture be approved as presented. Mrs. Shields made the second. This was approved by unanimous vote.

Mr. Hodgson reported on the final stage of design for the new building. The architects and state were awaiting approval of the State Fire Marshall; this was expected within the next few days. Once the State Fire Marshall has stamped his approval, we must obtain final state approval. Bidding is expected to last one month and the plans should be released for bid during the week of October 15. He requested Board approval for the final design and specifications with the reservations noted, second from Mrs. LaBoon, and unanimous approval.

Mrs. Karen Johnson filed a complaint about the book So Who Hasn't Got Problems? by Marjorie France. The committee to review the book included Mrs. Weeks, Mrs. DuPree, and Jackie Elsner, children's librarian. The committee recommended that the book be kept on the shelves and that Mrs. France be notified of the Committee's decision. No formal Board action was required.

The State budget crisis was discussed. Mrs. Ames reported that any vacancies in state funded librarian positions in the state are now frozen until further notice. This means that Julie White, new assistant director, will remain a locally paid position during the freeze and that Janet Wright will remain in the state slot. The biggest impact for our library system is a reduction in the state materials grant. The current reduction is nearly 12 per cent, and some lawmakers are projecting an even greater cutback.

The automation project continues to progress. Ms. Susan Epstein, consultant, will visit the library on October 10 to finalize the bid document and it will be advertised in November with a bid opening in mid-December. Mrs. Weeks made the motion to approve the RFP for the project with a second from Mr. Hodgson. The vote in favor was unanimous.

Terms of three trustees, Mrs. Weeks, Mr. Firor, and Mr. Wilkins will expire on December 31, 1990. The trustees are all eligible for reappointment and have agreed to serve another term. The recommendation of Mr. Hodgson that the Board request that the County Board of Commissioners reappoint all three received a second from Mrs. Allen and was approved.

The Friends of the Library have requested that they be allowed to sell books at programs such as the Philip Lee Williams program on the twenty-third and the Mary Ann Coleman reading in December. Mrs. Weeks made the motion to authorize such sales with a second from Mrs. Rosser. During the discussion period, Mr. Firor proposed an amendment that stipulates that permission can be withdrawn by the Library Board at any time. The motion was approved with the amendment included as part of the policy.

Mrs. DuPree discussed the possibility of a ground-breaking ceremony. Until the bids are opened and analyzed, there is no way to tell how quickly such a program can be organized. However, all attending agreed that it should be a very positive event which may be kickoff for the fundraising campaign as well. Mrs. DuPree will be in contact to set up a committee to plan the event once more details are known.

Committee reports followed with Mr. Hodgson discussing the objectives of the fundraising committee. Bill Gilmore is chairing the committee and will be involving both Board members and Friends on the various committees. The two division chairmen will be Michael Carson and Fran Lane. Mr. Hodgson reviewed the calendar and noted that the committee plans to start direct contacts in January.

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The Board requested that Mrs. DuPree write a letter to the Commissioners keeping them informed about our fundraising efforts as they develop.

Julie White reported for the Friends. Volunteers registered more voters at the Library than at all other locations county-wide. The last day to register was most intense. The Friends are sponsoring Philip Lee Williams, local author, for their annual meeting a lecture in the Library auditorium. There will be a reception following the meeting. New officers have been elected for the 1991 year. John Brantley has been elected President; Leslie Maggiore, vice president; Dorothy Newland, Eunice Tritt, and Al Davison comprise the executive board.

The Director's report included information about Sue Epstein's visit to finalize the RFP for the automated system. The proposal has been reviewed by John Culpepper and John Gates of Clarke County and staff members. Five staff members toured four libraries in North and South Carolina early in October to see specific automated systems in action. Vendors have been offering one and two-day seminars for staff members on their systems as well. This should improve staff familiarity with the equipment and its potential to save time and money.

The Governor's Conference on Libraries and Information Services was held in Atlanta on September 5-6. The official delegates from Clarke County were Laura Ludwig, Bill Potter from UGA, Coral Kotliar, a blind patron of the TBC, and Ginger Rutherford of the Forestry Information Network. Pat Carithers of Madison County was the only regional trustee named a delegate. Kathryn Ames attended as a recorder. Two hundred fifty delegates attended and established a list of ten recommendations for the White House Conference to be held in Washington next July. Laura Ludwig was elected as one of 12 delegates and Coral will be an alternate. In November, there will be follow-up meetings in each of the ten congressional districts. It is hoped that U.S. Rep. Doug Barnard will attend.

Kathryn Ames, Susan Colegrove and Janet Wright made a presentation to the Georgia Gerontological Association on October 5. Most of those attending the presentation were not aware that the libraries in the state offered services to the elderly. This was an opportunity to develop some good ideas for furthering services and to share some success stories from across the state.

The Director's Meeting in Savannah in September focused on the state budget crisis and the adoption of new Rules for public libraries in the state. There are very few differences between the new Rules and the old Criteria for State Aid except semantics. These will be available for review in January.

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There will be a reference workshop for all Athens Regional Library System employees on October 31. Leading the program will be Julie White, Betty Belanger, and Clare Auwarter of the headquarters staff. On November 1, the workshop will cover different information and will be open to librarians from across the region. Bob Richardson, librarian at the Young Harris College Library and president of the Georgia Library Association, will be the featured speaker for that day. This project was funded with federal funds through an LSCA competitive grant. It also enabled the library to purchase six fax machines for the larger libraries in the region.

Prior to adjournment, Mr. Hodgson urged all Board members to vote in the upcoming elections. He urged members to educate themselves on the positions of all candidates as these will be the people the Board will be dealing with the future.

There being no futher business, the meeting was adjourned at 4:55 PM.

A handwritten signature in blue ink, reading "Kathryn S. Ames", is written over a horizontal line.

Kathryn S. Ames, Secretary

MINUTES
CALLED MEETING CLARKE COUNTY LIBRARY BOARD
December 5, 1990

The called meeting of the Clarke County Library Board was held for the purpose of approving the construction contract with the Terry/Salloum Construction Company and to discuss additions to the base contract. The meeting was called to order by Mrs. DuPree, chairman, at 4:10 in the library auditorium.

Attending were Mr. Firor, Mrs. Hopper, Mrs. Shields, Mrs. DuPree, Mrs. Hertz, Mrs. Allen, Mr. Hodgson, Mr. Wilkins, Mrs. Weeks, Mr. Elkins, Mr. Logue and Mrs. LaBoon of the Library Board; Mr. Papageorge and Mr. Newsome of Barton-Malow; Mr. Viehman and Mr. McNay of the architectural firm; Ms. Cloninger of the interior design firm; Mr. Crider, county administrator; and Mrs. Ames, library director. Absent were: Ms. Copeland, Mr. Logan and Mrs. Rosser.

Mr. Viehman began by reviewing the top priorities as identified by the architects, Mrs. DuPree, Mr. Hodgson, and Mrs. Ames in a meeting following the bid opening. The schedule of priorities was to add back those items that were eliminated from the previous drawings and to focus on an improved exterior appearance as well as to add back any features that improved maintenance or were cost-savings features.

Items in section 3.1 Building exterior were reviewed individually. Item 3.1.1 to add back the metal roof in lieu of shingles---motion to approve this addition was made by Mr. Firor with second from Mrs. Hertz and unanimous vote. Item 3.1.2 to keep stucco on the back portions of the building and not to use brick--motion by Mr. Firor, second by Mrs. Hopper; voting in favor were Mr. Firor and Mrs. Hopper. Mrs. Weeks then made the motion to use brick and to eliminate simulated stucco; second by Hodgson; unanimous vote.

Item 3.1.3 to use precast columns in lieu of cast-in-place---motion to add from Mrs. Weeks, second from Mrs. Hertz; voting NO was Mr. Firor, abstaining was Mr. Elkins, all others voting YES; motion carried. Item 3.1.4 to revise and upgrade gutter detail--motion by Mr. Firor to add this to the project; second by Mr. Hodgson; unanimous vote. Items 3.1.5 and 3.1.6 to add a metal ladder to the childer room and to add a 6" gravel base under the slab--motion to add from Mrs. Weeks, second by Mrs. Hertz, unanimous vote.

The other items in the top priority sections were then reviewed by Mr. Viehman. This included sections on building interior, site, administrative costs, and increased design fees. Mr. Viehman rapidly reviewed several items in each of the same categories in the "priority" level of ranking; and in the "low priority" rank. Discussion followed.

After this presentation and discussion, Mr. Hodgson made the motion, seconded by Mrs. Allen, that the Board ask the contractor to provide pricing for the following items: Section 3.1; 3.2 reducing the Children's theme allowance to \$30-50,000 and Heritage Room to \$40-50,000; Section 3.3 reducing landscaping costs to a range of \$25-50,000 and selecting the lower option for a pre-cast sign; Section 4. Item 4.1.1 and 4.1.3 plus check on if 4.1.2 is already adequately covered in the furniture budget, item 4.2.2, 4.2.3, 4.2.4 and 4.3.6; Section 6, items 6.1 will require consultation from a security firm and item 6.3 for communications. Once pricing is complete additional funds, if any would be allocated to audio-visual equipment. Mr. Firor made the motion to amend the proposal to accept all except item 3.3.2, the irrigation system. Mrs. Hertz made the second; vote was Mr. Firor voting NO and all others voting YES; motion defeated. The original motion was then reviewed and the vote was Mr. Firor voting NO and all other board members voting YES. It was agreed that Mr. Papageorge and Mr. Crider would work with Mr. Viehman to determine an equitable method of setting the fees for the additional scope of work.

Mr. Hodgson then made the motion to allow the Executive Board to refine the contractor's responses and to determine what would be included up to a variation of ten percent of the cost estimates provided by the architects. Mrs. Allen made the second; vote was unanimous.

The contract with the Terry/Salloum Construction Company was presented for approval. Mr. Papageorge and Mr. Viehman indicated that they had reviewed it as well as the Division of Public Library Services and there were no problems with it. Mrs. Weeks made the motion to approve the contract with seconds from Mr. Logue and Mrs. Shields; the vote was unanimous.

Mrs. DuPree discussed the best possible time for a ground-breaking ceremony and it was decided that noon on Tuesday, December 18 would be excellent. A committee will plan the actual details and will let all concerned know specifics as soon as possible. She also noted that the next regular board meeting will be on January 8 and that the automation consultant will be in Athens to help decide on the automation system on January 9 and 10, 1991.

There being no further business, the meeting was adjourned at 6:35 P.M.



Kathryn S. Ames, Secretary